



METROPOLITAN
TRANSPORTATION
COMMISSION

Agenda Item 2d

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Memorandum

TO: Administration Committee
FR: Deputy Executive Director , Policy
RE: Purchase Order Amendment: Temporary Staffing Services - Accel Employment Services (\$75,000)

DATE: December 31, 2013
W.I.: 1153/1221/2700

This memorandum seeks Committee approval to amend the existing purchase order with Accel Employment Services (Accel). This purchase order amendment is to provide temporary staff to fill approved time-limited or project based positions in an amount not to exceed \$75,000.


Background:

FY 2013-14 temporary staffing budget funds were authorized by this Committee in September 2013 for contracts with several different staffing agencies dependent on which agency would best provide the type of staff needed.

Staff has determined that three positions in the areas of contract assistance, language interpreter services, and receptionist support that were initially anticipated to be included in the contract with Local Government Services (LGS) will be better provided by Accel. Therefore, staff is requesting approval to increase the amount of Accel's purchase order by \$75,000 which will bring the total to \$174,960 for the fiscal year. These funds will come out of the budget for the LGS purchase order.

Recommendation:

Staff recommends that this Committee authorize the Executive Director or his designee to issue a purchase order amendment to Accel for an additional \$75,000 to provide the above mentioned temporary staffing services through June 30, 2014.


Ann Flemer

AF:AM

REQUEST FOR COMMITTEE APPROVAL

Summary of Purchase Order Amendment

Work Item No.: 1153, 1221, 2700

Vendor: Accel Employment Services, Alameda CA

Work Project Title: Agency Temporary Staffing Services

Purpose of Project: To provide temporary administrative staffing services

Project Cost Not to Exceed: \$75,000 this amendment
Current amount of purchase order before this amendment: \$99,960
Maximum purchase order amount after this amendment: \$174,960

Funding Source: BATA funds, MTC General Funds

Fiscal Impact: Included in FY 2013-14 Agency Budget

Motion by Committee: That the Executive Director or his designee is authorized to issue a purchase order amendment to Accel Employment Services to provide MTC with temporary staffing services as described above and in the Deputy Executive Director's Memorandum dated December 31, 2013 and the Chief Financial Officer is directed to set aside \$75,000 in FY 2013-14 funds for such purchase order amendment.

Administration Committee:

Adrienne J. Tissier, Chair

Approved: Date: January 8, 2014